

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Financial Analyst II
Functional Title:
Job Posting: 17129
Monthly Salary: \$4301.16
Salary Group: B22
Posting Date: 08/11/2017
Close Date: 08/25/2017
Section/Division: Implementation Grants Section/Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 0404

Job Description:

Assists in coordinating fiscal requirements and the processing of reimbursement requests associated with the Texas Emissions Reduction Plan (TERP) of the Texas Commission on Environmental Quality (TCEQ). Assists in assigning and monitoring the work of the Fiscal unit staff. Assists in coordinating the documentation and logistics of the receipt and logging in of Requests for Reimbursement (RFRs). Reviews, analyzes and processes advanced reimbursement requests for all grant programs with primary focus on the specialty and advanced grant programs. Provides technical assistance and consultative services to TERP grantees and their associates. Reviews, analyzes and processes invoices associated with vendor contracts. Reviews the work of other staff to ensure completeness, accuracy and compliance with established policies, procedures, rules, laws and contract requirements. Assists in oversight of the reimbursement process, payments, and of revenue tracking of all expenditures of the TERP grants program. Monitors and prepares fiscal reports for TERP, including the status of incoming funds, payments, reconciliations, and encumbrances. Completes reconciliations. Develops, implements, monitors, and evaluates policies and procedures to ensure the fiscal integrity of TERP. Develops and implements risk assessment policies and procedures. Represents the TERP fiscal program to management and other areas of the agency. Serves on special committees or work groups. Assists the Budget and Planning Division with monitoring cash flow; and the Financial Administration Division to ensure funds and resources are used effectively and efficiently.

Military Occupational Specialty (MOS) Codes:

36B, 36A, 70C, 920A, LS, 310X-SC, 651X-LDO, 751X-CWO, SK, 420, 020, 31, F&S, FIN10, 3402, 3404, 3408, 6FOX1, 65FX, and 65WX

Minimum Qualifications:

A bachelor's degree from an accredited college or university with a major in

accounting, finance, economics, business, public administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in lending, credit analysis, financial analysis, budget analysis, or financial regulatory work. Completion of an internship in the areas listed may substitute for six months of the required experience.

OR Certification as a public accountant (CPA) plus two years of full-time experience in lending, credit analysis, financial analysis, or financial regulatory work.

Preferred Requirements:

Experience with reviewing and processing requests for reimbursement for a grant or contract.

Experience working with the Uniform Statewide Accounting System (USAS).

Certified Public Accountant (CPA).

Master's Degree in Business Administration, Accounting, or Finance.

Special Requirements:

Moving up to 20 pounds of reports and files.

Traveling up to 10% of the time with occasional overnight stays.

Working overtime as needed.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer